AGIC 2020 Conference Committee Meeting Notes
Thursday, February 20, 2020
10:00 am

In Attendance:
Kevin Blake
John Danloe
Jami Dennis
Seth Franzman
Nicole Funicello
Jason Howard
James Lambert
Shea Lemar
Jenna Leveille
Aryn Musgrave
Jennifer Psillas
Aparna Thatte
Cheryl Thurman
Steve Whitney
Jeff Wilkerson
Troy Wiora

Committee coordination and meeting operation:
- Esri is looking to hold their SWUC conference in November or December, and we do not think it will affect our attendance or sponsorship.

Action Items:
All – Review the planning spreadsheet for adjusted due dates.

Steve – Contact each committee member regarding their membership status.

Jami – Follow up with URISA on what 2021 dates they are considering.

Outreach Committee Report:
- No discussion.

Action Items:
All – Consider the options for first-time attendees and short-time attendees, which would orient them to the conference experience.

Budget:
- Women in GIS scholarship –
  - o Need-based, e.g. not meant for folks that are already funded to attend the conference.
  - o Covering one WiGIS-AZ scholarship out of the base conference budget –
    - Would this open up the door for the Conference budget supporting other types of scholarships? -> possibly, and we should frame this as providing a start for this, and in the future funding could be taken over by WiGIS.
    - This year would be a trial run to see how much support it will garner.
    - It would not be just AGIC putting money toward it.
    - Look at wording it as a partnership with AGIC.
    - Run this by State Lands folks for vetting.

Action Items:
Steve – Add line items to the budget to track scholarship monies –
- TG scholarships
- WiGIS scholarship

Jenna – Confer with State Lands personnel for supporting one (1) WiGIS scholarship using AGIC funds to supplement funds that are received from sponsors/attendees.

Venue coordination:
- We have not yet heard back from the meeting planners regarding this year's contract, and we will follow up on that.

Action items:
Steve – Provide the Meeting Planners with conference specifications for evaluating larger venues.

Jenna – Follow up with the meeting planners on this year's contract.

Website:
- Testing the site for this year.
- Setting up document sharing for sponsorship paperwork, and will start getting folks to test that.
- The cancellation statement can be left as is.

Action Items:
None.

Agenda & speaker coordination:
- If we did get Jack Dangermond as the keynote, would that push attendance over our limit?
  - We have options such as –
    - Having the exhibitors sit in their booths
    - Adding chairs in the empty spaces
    - Using the Copper Basin room for overflow
- Reserve slots for –
  - Maps & Apps Challenge -> Wed. 3:30 p.m. – 5:00 p.m.
  - Lightning round for Committees and Workgroups
  - GIS leadership track -> Wednesday after lunch
- Tuesday technical sessions –
  - Have the presentation providers include prerequisites, and what folks will get out of the session.
  - Sounds like we will have more requests than we can accommodate –
    - Require that requestors submit their materials (abstracts, speakers, content) early, e.g. give them a deadline to submit -> end of March.
      - Therefore it becomes a first come, first serve.
- Speaker suggestions from Mark C. –
  - Forest Service –
    - Candace Bogart
    - Lisa McBride
  - University of Rhode Island –
    - Dr. Pete August, https://web.uri.edu/nrs/peter-august/
- Cartography contest -
  - Joe Peters is willing to help out

Action Items:
Note – Current list of potential general session speakers –
- Jack Dangermond, Esri -> Jenna continues to work with Mike Walck
- Adam Carnow, Esri
- Ken Field, Esri
  - Teams up with John Nelson for presentations
- John Nelson, Esri
- Dr. Travis May, South Mountain Community College Storytelling Institute
- Candice Bogart, USFS
- Lisa McBride, USFS
- Dr. Pete August, University of Rhode Island

Jenna – Acquire a timer for general session speakers.

All – Continue to consider a live cartography challenge.

Jenna, ??? – Give the committees and workgroups a heads-up that tracks will be first come, first serve.

Exhibitor/sponsor participation:
- Review current forms –
  - No changes to fees.
- We may have to consider capping booths, so we should point that out in the materials.
- Looking to get materials out in March.

Action Items:
Steve – Talk to the meeting planners re: Expo company.

Shea – Ensure that the attendee responses to the question on project/initiatives/challenges are passed on to the sponsors.

John – Include a notice about the potential for capping the number of exhibitor booths, as an incentive to apply early.

Materials and mail-outs:
- No discussion.

Action Items:
None.

Registration:
- Add registration fields for industry, and job title, so that we can track that for attendance
  - Use dropdowns

Action Items:
Note - Early-bird registration date = Friday, July 24th.

Steve, Shea, and others – Look for example industries, and occupations that we can use as a dropdown

Maps & Apps Challenge:
- No discussion.

Action Items:
Shawny/Cheryl – Evaluate the mobile app for voting.

Steve – Review UGIC materials for distribution to the group

Awards:
- No discussion.

Action items:
None.

Printing:
- No discussion.

Action items:
None.

Computer labs:
- Consider offering more than a Bronze sponsorship to TeachMeGIS.

Action items:
Steve – Contact TeachMeGIS. -> email sent, follow up and include more than a Bronze sponsorship idea.

Steve – Follow on the old laptops.

Conference program:
- No discussion.

Action items:
None.

T-shirts:
- The new design was reviewed, and some edits were suggested, but given the willingness of the designer to work with us on this, it was decided to use it as is.
- T-shirt color will need to be determined, and mock

Action items:
Jami – Create some mockups to review t-shirt colors.

Attendee Packet:

- No discussion.

Action Items:

Jenna – Inventory the ribbons.

Jami – Include a general committee member ribbon on the Lane order.

Jami – For the AGIC bags, use the same design, but get a larger size.

Social Events:

- No discussion.

Action Items:

None.

General:

- No discussion.

Action Items:

??? – Create a slide or two thanking vendors and individual contributors for their donations towards the scholarships.